



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 6/7/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 13 1973	Date Completed JUN 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming - Office of Planning Traffic Survey Atlanta, Georgia		4. Person to Contact Jack Williams	
		5. Working Title Asst. Chief	6. Tel. No. 656-5341

7. ACTION REQUESTED TO AMEND APPLICATION 323

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1964 - To Date

9. Exact Series Title

Seasonal Control Count File

10. What is the function of the office in which this record series is created

The Division of Planning & Programming is responsible for the development of long and short-range transportation plans, project scheduling, research and development program, drafting and revising maps of cities, counties and the State, the collection of statistical data and the compilation of traffic survey data. This includes highway systems, aviation, and airport systems development, and mass transit.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the compilation of a seasonal control count.

Included are machine counter tapes, coding sheets, a monthly EDP printout - Seasonal Control Counts, and an annual EDP summary - Annual Recapitulation Seasonal Control Traffic Recorder Data.

The monthly report is arranged chronologically by quarter and year. The annual summary is filed chronologically by year.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6		4	6
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6	21
Forest Park Storage Area		40	AVERAGE DAILY REFERENCES	This Year's 10	Last Year's 5
				Preceding Year's 1	All Prior Years 1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] []
14. Is there a duplication of this series in another office or agency? [] [x]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [x] []
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [x] []
21. Does the record series contain documentation produced as EDP printout? [x] []
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [x] []

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

The series is a source of statistical traffic data. Statistically the detailed hourly counts presented in the monthly reports are used for a period of 7 to 8 years. After this time period the annual summary can provide all the necessary data.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-[x] CALENDAR YEAR -[] FISCAL YEAR -[] Other

then:

Other:

Paper Tapes and Coding Sheets: hold in current files area until EDP report finalized; then destroy.

Monthly Reports: hold in current files area 3 years; transfer to record center; hold 5 years; then destroy.

Annual Report: hold in current files area 3 years; retire to State Archives; hold permanently.

Attach Samples of the Series

Records Management Officer

Date 6/5/73

26. Recommendations

[] Approved [] Disapproved

in Paragraph

State

[x] Approved [] Disapproved

Head of Agency/Designee

Date 6/6/73

Department of Audits/Designee

Date 6-14-73

Secretary of State/Designee

Date 6-12-73

Records

[x] Approved [] Disapproved

Committee

[x] Approved [] Disapproved

Department of Law/Designee

Date 6-18-73

SEASONAL CONTROL COUNT FILE

Explanation of Yes Answers to Questions 14-23

15. The Monthly Seasonal Control Count Report is summarized in the annual recap.
18. The data is stored on magnetic tapes. If necessary, the series could be reconstructed from the tapes.
20. The series provides input into the monthly and annual EDP reports.
21. Both the monthly report and the annual summary are EDP printouts.
23. The annual summary is a source of statistical traffic data used in planning for future traffic needs.